

**Vermont Department of Corrections
Request for Proposal
Facility Program Plan Manager
Chittenden Regional Correctional Facility**

Introduction

The Vermont Department of Corrections (VTDOC) is seeking an individual to act as the primary liaison between contracted women's services and Vermont Department of Corrections Assistant Superintendent of Casework.

Effective July 1, 2011, the CRCF will house female offenders. All services will transition with the female population to the Chittenden Regional Correctional Facility. The VTDOC seeks to begin a transition from multiple service program plans to an integrated facility program plan for each individual woman housed. This position will act as a liaison to the VTDOC casework supervisor to assist in identifying individual inmates primary criminogenic risks and needs to address in program services, program resources available in the facility, assist with referrals to women's services, follow up any further assessment and screening outcomes including Adult Disability Accommodations, develop a multi disciplinary program team meeting to review programming and case management and documentation thereof. This position will further assist in the maintenance of a referral list to the Tapestry program.

This is a full time, contracted position located at Chittenden Regional Correctional Facility

Overview:

The Vermont Department of Corrections currently houses between 150 and 170 female inmates in one facility. The facility houses all correctional supervision statuses including detention, sentenced detention and sentenced women. It is anticipated that the DOC will be transitioning the women from a facility in Swanton, Vermont to South Burlington, Vermont. There is a rich array of correctional programming services and opportunities currently offered which will be transitioning with the female population. In addition, as the population transitions back to Chittenden County, additional opportunities present themselves to partner with many of the local community organizations in Chittenden County to improve the continuum of services to support women, particularly in re entry services.

The majority of the incarcerated women's population moves through a correctional facility very rapidly, with the mean length of stay 38.8 days. However, there is a cohort of women who are not eligible for release for several years.

The DOC provides numerous services to the incarcerated women through a combination of state programs, contracted services and interested community partners who volunteer. Key programming areas include: criminal thinking reduction through Self Directions

Program, a mandated program for listed violent offenders; extensive substance abuse services; coordination with health services (which includes medical and mental health services); parenting support and enhanced child visitation, education and employment readiness, training and transitional support; domestic and sexual violence education and support. The community interest and support of the population augments the above with a vast array of volunteer activities, as well.

Objectives of the services provided via the Request for Proposals include the following:

1. Reduction in the risk of recidivism through enhanced coordination of DOC classification assessment and respective program services assessments to create individualized facility program plans based on identification of primary risks and needs.
2. Improved case management and coordination through on site coordination of program service plans
3. Assist DOC and contracted providers in the development of a collaborative systematic integrated risk and needs reduction program model consistent with gender responsive principles and evidenced based correctional programming.

Request for Proposal Specifications

The respondent will be a designated liason between the DOC Programs Services Director, or designee, the Chittenden Regional Superintendent, or designee and the local program providers, contracted, state and volunteers. The respondent must have strong background and experience in working with correctional services and women involved in the criminal justice system.

Key activities will include:

1. Coordinating with the above representatives of DOC the ongoing development, implementation and delivery of consistent program services which provide female offenders access to quality integrated and prioritized programming services based upon identified risks and needs.
2. Provision of support, information and management to local personnel to facilitate the accomplishment of programming goals.
3. Development of a centralized admission process to facility programming which includes referral for additional screening and assessment by on site program providers, develops a systemic mechanism to collect the assessments and develop a facility program plan, in coordination with DOC case management and the individual incarcerated woman. Assist DOC with management of the Tapestry list, as needed.
4. Development of a centralized facility program plan review to identify additional, changing needs, progress and completion of facility program goals. The structure will include program providers and facility case work representation and will be documented.
5. Assist DOC local staff with development of protocols and working relationships with local community providers to enhance appropriate resources available to incarcerated women.
6. Assist DOC Program Services Director and Coordinator of Women and Family Services in the identification of changing needs of the population.
7. Monthly meetings with DOC local and central staff.

8. Monthly meetings with local program service providers to discuss on going program development, implementation progress and challenges.

Quarterly Reports

1. Respondent will provide DOC local and Central staff with documentation of all incarcerated women who have
 - a. referred for coordinated facility program plan
 - b. program referrals
 - c. program participation reviews
 - d. program module completion
2. Respondent will provide DOC local and Central staff with documentation of consistent program plan development and reviews.
3. Respondent will provide DOC local and Central staff with documentation of monthly program service provider meetings and agenda/outcome

Technical Proposal

Contents

The technical proposal must consist of the following elements in the order listed below:

1. Letter of interest
2. Resume (minimum of bachelor's in behavioral science, masters preferred)
3. References
4. Proposal which describes how the respondent proposes to accomplish the above activities and any other related innovative activities, to include time frames, IT requirements and proposed compensation

Proposal Evaluation

A contract award will be made to the proposer whose proposal is determined to be the most advantageous to the State, taking into account price and other evaluation criteria as set forth in this RFP. Staff of other agencies and consultants may be involved in the evaluation of the proposals. The DOC reserves the right to reject any and all proposals submitted in response to this RFP.

During the evaluation process, proposers may be contacted for the purpose of obtaining clarification of their response. However, no clarification will be sought if a proposer completely fails to address a feature contained in the RFP document. If the failure was in response to a mandatory feature, the proposer may be disqualified.

Proposals will then be evaluated and weighted using the following distribution between technical and price:

Technical (including references): 30 percent

Clinical and Supervisory Plan: 40 percent

Price: 30 percent

As part of its evaluation, the State will conduct interviews with one or more proposers. In such an event, proposers may be required to travel to Vermont, at their own expense, to participate in an on-site interview. Conversely, the State may elect to travel to the offeror's headquarters to conduct the interview, as well as to tour its facilities.

Upon completion of the evaluation process the Commissioner of the Department

of Corrections may select a proposer with which to negotiate a contract, based on the evaluation findings and other such criteria as deemed relevant for ensuring that the decision is made in the best interest of the State. In the event the State is successful in negotiating with the proposer, the State will issue a notice of award. In the event the State is not successful in negotiating a contract with this proposer, the State reserves the option of negotiating with another proposer. The State may also cancel the procurement and make no award, if that is determined to be in the State's best interest. The [deadline to submit a proposal is June 20, 2011 at 3 pm EST](#)

PROCUREMENT DETAIL

Contract Term

The initial contract will run for one year- from June 1, 2011 to May 31, 2012. The Department will be submitting a request for proposals for the entire women's services in 2012, in which this position will be included and the incumbent may be retained.

Contract Payment Provisions

The proposer will describe in detail its financial requirements. A budget will be submitted that will show all funds requested by function or cost center. All administrative and support costs will be specifically delineated. The proposer may request reimbursement in the form of fees, guarantees and indirect costs.

Three months prior to the end of the initial contract term and each extension thereafter, the Contractor shall submit the next year's annual budget to the State for review and approval for the following contract year.

Point of Contact

All questions regarding this RFP should be submitted in writing (mail or fax) to:

Kim Bushey
Program Services
Department of Corrections
103 South Main Street
Waterbury, Vermont 05671
Fax: 802/241-2215
Email: Kim.Bushey@ahs.state.vt.us

Proposers or potential proposers are prohibited from initiating any communication with any State staff concerning this RFP, except as specified in this RFP or as provided by existing contract agreements. The Vermont DOC reserves the right to reject the proposals of any violators.

Bidder's Conference

Prospective proposers will have an opportunity to ask questions regarding this procurement at a bidder's conference scheduled for June 10, 2011 from 9:30 – 11:30. The conference will be held at the following location:

Correctional Academy Café
State Office Complex
103 So. Main St.
Waterbury, VT 05671

Attendance at the bidder's conference is not mandatory. The

conference is intended to be an interactive exchange of information, with appropriate State staff on-hand to provide clarification and/or answers to questions. Ms. Bushey will collect questions and the written responses will be posted on the DOC website.

Customary State Contract Provisions

Appendix 5.1 contains a listing of customary state contract provisions. The list is not intended to be exhaustive. The complete set of contract provisions will be delineated in a draft contract issued to the selected proposer at the time of award.

Supporting Documentation

The RFP contains appendices with information concerning the existing program in Vermont. Specifically:

- ☐ Customary state contract provisions

RFP Amendments

The State reserves the right to amend the RFP at any time prior to the proposal due date by issuing written addenda. All written addenda to the RFP will become part of the contract. Answers to bidder's conference questions will be considered addenda to the RFP.